

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: All Agencies

DATE: July 6, 2007

FROM: Wayne T Hannon
Associate Controller - Operations

SUBJECT: RIFAN's USER ACCESS FORM
CFO 08-02

Effective 7-9-2007, all changes to RIFAN's user access must be requested using the following process:

1. User must fill out the redesigned form titled "RIFAN's Add/Change/Delete User Form" found on the Accounts and Controls web site under Misc. Forms.
2. This Add/Change form must be electronically transmitted via email to the service desk by an individual who is authorized to request the change (Authorized Agent).
3. A ticket number will be assigned by the Service Desk and sent to Accounts and Control to approve the change.
4. Dolt will make the change and inform the agency when the change is completed.
5. A follow-up phone call will be made by the service desk to ensure that the change was made to the agency's satisfaction.

Also, please note that the "Authorized Agent" form has been redesigned. After the above date, please use the new form located on the Accounts and Controls web site under FORMS-Misc.. Any other version of this form will not be accepted when adding or deleting Authorized Agents to the system.

WTH/nas